



APRIL 2011 WORKSHOP SCHEDULE

COMPUTER TRAINING

WORKSHOP DATES, TIMES, & DESCRIPTIONS

- Microsoft Word 2007 (Document Review)**
 Wednesday, April 6, 2011 1:00 p.m. - 2:00 p.m.
 Thursday, April 14, 2011 1:00 p.m. - 2:00 p.m.
 Learn how to use the special markup and reviewing options in Word for document collaboration.
- Microsoft Word 2007 (Mail Merge)**
 Thursday, April 7, 2011 1:00 p.m. - 2:00 p.m.
 Tuesday, April 12, 2011 1:00 p.m. - 2:00 p.m.
 Learn how to use the Mail Merge Helper to generate form letters, labels, and create a directory using Access and Excel for data sources.
- THUNDERBIRD (Managing Your Email)**
 Friday, April 8, 2011 1:00 p.m. - 2:00 p.m.
 Wednesday, April 13, 2011 1:00 p.m. - 2:00 p.m.
 Learn how to utilize the tools in Thunderbird to prepare for the transition to Live@scranton.edu. Participants will learn how to compact folders, create message filters to sort existing and incoming mail, and use the Search Messages utility to find messages based on user criteria.
- ROYAL DRIVE 7.2 (New Features and Changes)**
 Wednesday, April 20, 2011 1:00 p.m. - 2:30 p.m.
 Tuesday, April 26, 2011 1:00 p.m. - 2:30 p.m.
 Royal Drive 7.2 contains several new features that include changes to the main menu, list and thumbnail views, folder tagging, custom folder settings, and more...

Useful Web Sites

CBS MoneyWatch.com -
 A multi-media money Website designed to help you make smart decisions in reaching your financial goals.
<http://moneywatch.bnet.com/>

QUICK TIPS

Importing Data into Excel – Numbers and the letter “E”

When importing a data file (CSV- comma separated values) that contains numbers, the letter “E,” and then more numbers in one column, Excel assumes the data contains numeric values in scientific notation.

Once imported, Excel formats the data as scientific notation. You can avoid this by following the steps below.

1. Open Excel, click the *Data* tab, and then the “*FromText*” command in the Get External Data group.
2. Locate and open the data file.

3. Choose *Delimited* as the File type that best describes your data. Click *Next*.
4. Place a check in the box *Comma* and then click *Next*.
5. Click in the column that contains the numbers and the letter “E.”
6. On the same screen, change the data format to *Text*.
7. Click *Finish* and then *OK*.

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 Visit “Quick Tips” at <http://academic.scranton.edu/departement/training/quicktips.html> to view this tip online.

Please note that **NO** sessions are held without registration. Training sessions are available to all students, faculty, and staff and are held at the CTLE Lab (STT- 590). Reservations can be made on-line at: <http://academic.scranton.edu/departement/training/seminars-April.html> or by emailing Vincent J. Yanusauskas at (yanusauskav2@scranton.edu). They will be confirmed. Please give a 24 hour notice if you plan to cancel your reservation.